



1001 E. 9th St. Bldg A
PO Box 11130
Reno, NV 89520
(775) 328-3733
www.washoecounty.us



431 Prater Way
PO Box 857
Sparks, NV 89432
775-353-2360
www.cityofsparks.us



1 East 1st St. 2nd Floor
PO Box 1900
Reno, NV 89505
775-334-2090
www.cityofreno.com

Note to license applicant: Licensure by one jurisdiction does not guarantee a license with another jurisdiction. Please submit a separate and complete application to each jurisdiction within which you seek to conduct business.

BUSINESS LICENSE APPLICATION

Number of Personnel

Please Type Or Print In Black Or Blue Ink Only

Full Time _____

Part Time _____

01) Corporate Name/Business Name:

02) Doing Business In Nevada As (DBA):

03) Start Date:

04) Business Location (No PO Boxes):

Suite #:

05) Federal Tax Id No. (EIN):

06) City:

07) State:

08) Zip Code:

09) Bus. Phone:

10) Mailing Address:

11) Bus. Fax:

12) City:

13) State:

14) Zip Code:

15) E-mail:

16) Business Entity Type: ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC ☐ Association

17) Contractor's License #:

18) Describe The Nature Of Business To Be Conducted (Be Specific And Complete):

19) Location Of Rentals:

20) Number of Rental
Units:

21) First Years Estimated Gross Receipts (Reno Only):

Please List Individual Licensee

22) Licensee:

23) Title:

24) Phone:

25) Home Address:

26) Alternate Phone:

27) City:

28) State:

29) Zip Code:

30) Date of Birth:

List Individuals With Interest Or Ownership In The Business

31) Full Name

Title

Address

DOB

Emergency Contact/Local Contact Information

32) Name:

33) Phone:

34) If this applying individual, or any member of this applying firm, has been convicted in this state, or elsewhere, within the past ten years of any offense, not including minor traffic offenses, please state the offense or offenses and the punishments assessed therefore.

I, THE UNDERSIGNED, UNDERSTAND THAT: (1) IT IS UNLAWFUL FOR ANY PERSON TO TRANSACT OR CONDUCT ANY BUSINESS WITHOUT FIRST HAVING OBTAINED A BUSINESS LICENSE; (2) THIS DOCUMENT IS AN APPLICATION ONLY AND CERTAIN CONDITIONS MUST BE MET BEFORE A BUSINESS LICENSE WILL BE ISSUED TO ME; (3) I CERTIFY THE INFORMATION SUBMITTED ON AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

35) Signature of Licensee:

36) Title:

37) Date:

Official Use Only

Commercial ☐ Home Based ☐
Not In City ☐ Admin Office ☐
Shared Space/
Booth Rental ☐ Non-Profit ☐

Total Amt. Paid _____

Date Paid _____

Receipt # _____

Sewer Acct # _____

Parcel # _____

License No. _____

Activity Type _____

Effective Date _____

Expiration Date _____

Health Recommendation

Other Recommendation

Planning Recommendation



HOME-BASED BUSINESS CRITERIA FOR APPROVAL:

CITY OF RENO

REVENUE DEPARTMENT

PO Box 1900 • Reno • Nevada • 89505
1 East 1st Street • Reno • Nevada • 89501
Phone: 775.334.2090 Fax: 775.334.6336

***BUSINESS ACTIVITY
MAY NOT START
PRIOR TO
APPROVALS***

The following information will be used to review your application. Incomplete applications cannot be accepted. Applications cannot be approved if there are current violations at the site proposed. Business Activity may not start prior to approvals.

Please read the following list of regulation/restrictions and sign/date at the bottom.

SITE PLAN: Aerial view or footprint of the dwelling showing sufficient parking for the residence, based on one parking space for each bedroom in the house plus one for an employee (if there is an employee) must be attached to the business license application. Please also indicate on this site plan the rooms and storage areas that will be used for your home occupation, for a maximum of 500 square feet or 25% of the area. For a home occupation to be approved, an individual or firm operating from a residence must agree to comply with all of the following:

1. All business must be conducted within the home by the home's occupants (examples would be a small office or day care provider). No more than one employee who does not reside in the home is allowed, as long as off-street parking is provided.
2. Parking on the premises must be provided based on #1 above (street parking does not count, except in certain instances: refer to 18.06.601 D).
3. No auto repair, no equipment painting, no heavy equipment repair and no heavy industrial activities are allowed.
4. Appearance. The appearance of the structure shall not be altered, nor shall the occupation within the dwellings be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, or by signs, or the emission of sounds, noises, dust, odors, fumes, smoke, or vibrations.
5. Dwelling Unit. The property proposed to support the home occupation shall contain a minimum of one dwelling unit.
6. Sale of Merchandise. There shall be no sale of merchandise which requires customers to go to the property.
7. Traffic. Pedestrian and vehicular traffic will be limited to that normally associated with residential districts. No more than one client's car may be on site at any one time.
8. Commercial Vehicle. The home occupation may involve the use of a commercial vehicle, not to exceed 8000 pounds gross unloaded weight or a single vehicle limousine service.
9. Size Limits. Up to 25 percent (25%) of the living space or 500 square feet, whichever is less, of the dwelling may be used for the home occupation and any related storage of materials and supplies.
10. Storage. There shall be no outdoor storage of materials or equipment; no storage of toxic or hazardous materials, including ammunition and gunpowder, nor shall merchandise be visible from outside the dwelling.
11. Location. The home occupations shall be confined within the main building as a clearly secondary use of the dwelling. When conducted in an attached garage, the home occupation shall not permanently eliminate the use of the garage as a parking space for a car.
12. Use of Facilities and Utilities. The use of utilities and community facilities shall be limited to that normally associated with the use of the property for residential purposes.
13. Advertising. There shall be no public advertising which calls attention to the fact that the dwelling is being used for business purposes, except when required by Nevada Revised Statutes. Telephone listings, or any other advertising of the business, shall not include the dwelling address. The name, telephone, and purpose of the home occupation may be advertised on not more than one vehicle which is operated by the resident or residents of the dwelling in conjunction with the business. The home address may appear on business card, letterhead, and invoices when the home address is also the business address.
14. Electromagnetic Interference. Electrical or mechanical equipment which creates audible interference in radio receivers or visual or audible interference in televisions receivers or causes fluctuations in the line voltage outside the dwelling unit is prohibited.
15. Fire Safety. Activities conducted and equipment or material used or stored shall not adversely change the fire safety of the premises.
16. Equipment. There shall be no use or storage of mechanical equipment not recognized as being part of normal household or hobby use.
17. Clients. Businesses that serve young clients (e.g., music or swimming lessons) or those that do not drive may have up to six clients on site at any one time. Businesses that serve adults may serve up to two clients on site at any one time as limited by #7 above.

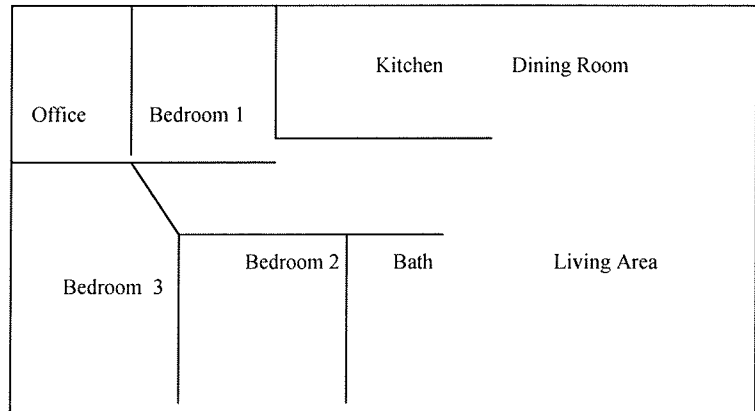
I have provided the required site plan, footprint and information and I have read and I agree to comply with the above requirements. I understand my Business License may be revoked and/or I may be cited for violations.

Signature: _____ **Address:** _____

Print Name: _____ **Date:** _____

To prove compliance with RMC Title 18, please draw a diagram of an overview of your home indicating all areas used for business purposes including office area, phone area, and storage area, if applicable. Include parking area on perimeter of plan if you have clients come to your home. **Your license will be denied if diagram is missing from your business license packet.**

DO NOT USE THIS EXAMPLE AS YOUR OWN DRAWING:



Parcel #: _____ (NOTE: Your application will not be accepted without the parcel #). This information is available from the Assessor's @328-2277

Address: _____

Signature: _____

Date: _____

Account #: _____

STATE OF NEVADA, DIVISION OF INDUSTRIAL RELATIONS
AFFIRMATION OF COMPLIANCE
WITH MANDATORY INDUSTRIAL INSURANCE REQUIREMENTS
(Instructions with Definitions are located on reverse side)

Business Name (Include any name doing business as)		Type of Business	Business Telephone Number	
Business Address		City	State	Zip Code
Federal Identification No.		Social Security No.	Contractor's Board License No.	
Name of Principal Owner (Please Print)			Principal Owner's Telephone No.	
Principal Owner's Address		City	State	Zip Code

Identified as: (Complete one section only)

- () That the above identified business has obtained industrial workers' compensation insurance as required by Chapter 616A to D, inclusive, of the Nevada Revised Statutes (NRS):

Effective Date of Coverage

Account Number

- () That the above identified business is not subject to the provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes, due to a statutory exemption or as a business which has no employees nor hires any independent contractor or subcontractor.

- () That the above identified business has a valid certificate of self-insurance pursuant to Chapter 616A to D, inclusive, of Nevada Revised Statutes.

Effective Date

Certificate Number

I declare that I have the authority to act on behalf of the above described business, and am applying for a license to operate said business as a(n): () Individual () Sole Proprietor () Partnership () Corporation

Name of Applicant (Please Print)

Applicant's Telephone No.

Applicant's Residence Address

City

State

Zip Code

I do hereby affirm that the above information is true and correct.

DATED this _____ day of _____, 20_____.

Signature of Applicant (To be signed in the presence of the business license office employee)

Applicant's Title

Witness Signature - (Business License Office Employee)

Name of City or County

If unable to sign this document in the presence of a Business License Employee, the Applicant's signature must be notarized.

SUBSCRIBED and SWORN to before me on this _____ day of _____, 20_____.

NOTARY PUBLIC

D-25(1) (rev. 3/01)

INSTRUCTIONS

The provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes require every person, firm, voluntary association, and private corporation, including any public service corporation, which has any person, subcontractor, or independent contractor, under contract of hire, to obtain industrial insurance coverage in Nevada or obtain a certificate of self-insurance from the Nevada Commissioner of Insurance. **Subcontractors and independent contractors engaged in the same trade, business, profession or occupation as the hiring person or business, are by law considered to be employees.** One exception to the requirement for industrial insurance is if you or your business hires no employees, subcontractors or independent contractors. You are not required to obtain industrial insurance coverage for the following employees: theatrical or stage performers; casual musicians; household domestics, farm, dairy, agricultural or horticultural laborers, or persons engaged in stock or poultry raising; voluntary ski patrolman; real estate brokers and/or salesmen; direct sellers; or clergy. Businesses which elect to obtain industrial insurance coverage for such persons, gain valuable rights and significantly reduce liabilities for injuries to these persons. **A business which hires persons who are exempt from the provisions of Chapter 616A to 617, inclusive, of the Nevada Revised Statutes may be held liable in tort for injuries to those persons.** A business which hires exempt persons may elect to obtain industrial insurance, including sole proprietor coverage and partnerships.

IMPORTANT NOTICE: Pursuant to the provisions of NRS 616D.200(1): Any employer within the provisions of NRS 616B.633 who fails to provide, secure or maintain compensation as required by the terms of this chapter, is: (a) for the first offense, guilty of a **misdemeanor** and (b) for a second or subsequent offense committed within 7 years after the previous offense, guilty of a **category D felony**.

Definitions for Purposes of this Affirmation:

"Applicant" is the person executing this document.

"Business Name" is the name under which the business will operate, including the identification of any other names under which the entity will do business.

"Corporation" is a business which is incorporated in the state of Nevada or in any other state, and which is recognized as an active corporation by the Secretary of State for the State of Nevada.

A Type of Business@ means the nature of business . . .

"Individual" is a person who operates a business which hires no employees, subcontractors or independent contractors.

"Partnership" is a business which is owned and operated by two or more individuals who share ownership rights to the net profits of the business and who share in all the liabilities of that business. A limited partnership is included in the term partnership if the limited partners are investors only, and do not perform services for the business.

"Principal Owner" is the owner, sole operator, designated general partner, or resident agent for the corporation.

"Sole proprietor" is a self-employed owner of an unincorporated business and includes working partners and members of working associations which may or may not hire employees.